

# CITY OF DETROIT

## Housing & Revitalization Department

### 2022-2023 Community Development Block Grant (CDBG)/Neighborhood Opportunity Fund (NOF) PUBLIC SERVICE



## REQUEST FOR PROPOSALS

### INFORMATION AND APPLICATION PACKAGE

2022-2023

*Michael E. Duggan, Mayor*

*Donald Rencher, Director*

**CITY OF DETROIT**  
**Michael E. Duggan, MAYOR**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)/NEIGHBORHOOD  
OPPORTUNITY FUND (NOF)  
2022-2023**

**REQUEST FOR PROPOSALS**

The Mayor and City Council of the City of Detroit invite community organizations to submit proposals for projects to be funded by the Community Development Block Grant/Neighborhood Opportunity Fund (CDBG/NOF) program.

All nonprofit, tax-exempt community organizations with at least two (2) years of operation that wish to participate in the development and implementation of CDBG/NOF projects as advisors and/or as operating agencies may submit proposals. Agencies may submit proposals for a minimum of \$100,000 for each Public Service Program proposal.

During the 2022-2023 Program year, the City of Detroit will have two virtual CDBG Proposal Workshops, as well as an online CDBG Proposal Workshop presentation. Workshop materials will be available Monday, August 30, 2021, on the City's website at <http://www.detroitmi.gov/hrd> from there click: [For Nonprofits and Community Groups](#), then [Neighborhood Opportunity Fund](#), and [NOF Application Overview/Documents](#). The YouTube training webinar can be found by going to [www.youtube.com](http://www.youtube.com), searching for the MyDetroit cable channel, and then locating the video titled, "CDBG/NOF 2022-2023 Proposal Webinar".

PLEASE NOTE: This year, all 2022-2023 CDBG/NOF proposals must be prepared and submitted online using the City's "Oracle" system. To register for Oracle or obtain information regarding Oracle Cloud, please email [procurementinthecloud@detroitmi.gov](mailto:procurementinthecloud@detroitmi.gov) or call 313-224-1500. You may also visit the Office of Contracting and Procurement's [webpage](#) to assist you with registration.

Applicants must register on Oracle before a proposal can be submitted. **Proposals must be submitted via Oracle by 4:00 pm on Friday, October 1, 2021.** Paper copies of Proposals will not be accepted.

**WARNING: All awards are contingent on the City of Detroit receiving adequate CDBG funding from HUD.**

The City CDBG Public Service funds from the FY 2022-2023 allocation will Sub-grant to qualified nonprofit organizations. The allocation will be implemented under five (5) eligible activities as follows: Education, Health, Public Safety, Recreation, and Seniors. Thus, the City seeks to award through this RFP competition to qualified applicants. All organizations that receive funding, hereafter, referred to as "sub-recipients" under the City's CDBG program, are expected to read and be in compliance with the necessary CDBG guidelines as described in §570.201(e). The CDBG guidelines can be found at: [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_17086.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17086.pdf)

The City intends to use the CDBG Public Service funds as follows – ranked by priority:

ACTIVITIES	CDBG/NOF 2022 - 2023 PRIORITIES
1	<b>Public Safety:</b> <ul style="list-style-type: none"> <li>• Community/Neighborhood Based</li> <li>• Human Trafficking</li> <li>• Domestic Violence</li> <li>• Gun Violence</li> </ul>
2	<b>Seniors:</b> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Health Services</li> </ul>
3	<b>Education:</b> <ul style="list-style-type: none"> <li>• Literacy</li> <li>• Enrichment/Readiness (Math &amp; Science)</li> <li>• Job Training</li> </ul>
4	<b>Youth Recreation:</b> <ul style="list-style-type: none"> <li>• Arts</li> <li>• Sports</li> </ul>
5	<b>Health:</b> <ul style="list-style-type: none"> <li>• Health Services</li> <li>• Nutritious lunch and snacks</li> <li>• Socialization and recreation</li> <li>• Therapeutic activities</li> <li>• Health monitoring</li> </ul>

City Council defines the annual priorities based on the five year consolidated plan. The plan identifies objectives and outcomes that the department will prioritize over the next five years. Programmatic Underwriting helps to facilitate the consolidated plan.

**All Applicants must clearly indicate on the cover sheet of the RFP for which of the five activities they are requesting funds.**

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## FUNDING REQUIREMENTS

All funding for Public Service activities must meet the HUD national objective of benefit to low/moderate income persons as articulated under 24 CFR §570.200. In addition, the City's FY 2022-2023 CDBG funding requires at least seven (7%) of the applicant's request as proof of operating Cash on Hand or working capital. To demonstrate cash on hand, applicants must show their most recent bank statement, letter of credit, or notarized award notice from a reputable organization. To be eligible, any operating cash funds or in-kind resources demonstrated must be directed toward provision of CDBG eligible activities during the period of the FY 2022-2023 award.

### **Eligible Program Participants:**

Eligible program participants for the CDBG Public Service program must meet HUD's definitions of **Basic Public Service** activities as articulated under 24 CFR §570.201(e). To be eligible for CDBG assistance, a public service must either be a **new program or is expanding its services, such that there is a quantifiable increase in the service**, which has been provided by or on behalf of the City in the 12 calendar months prior to the submission of the action plan. See 24 CFR §570.201(e) requirement for full description.

### **Determination of Income Eligibility:**

The definition of household income for the purpose of this program is based on Low/Moderate income criteria. However, HUD's Section 8 income eligibility standards have always been used as a measure for CDBG activities. A Section 8 income calculation based on this definition and further guidance can be found at: <https://webapps1.hud.gov/hfc/calculator>.

Area median income varies by locality. Specific local AMI by household size is available at: <http://www.huduser.org/DATASETS/il.html>.

## **ELIGIBLE CDBG COMPONENTS - §570.201(e)**

Funding through this RFP will be provided for five (5) eligible Public Service activities under Education, Health, Public Safety, Recreation (Youth), and Seniors. Applicants can request funding for more than one (1) program component; however, a separate, complete proposal and all required documentation must be submitted for each CDBG component for which funding is sought. However, due to funding limitations, only one (1) program will be funded with NOF Public Service funds.

*\*\*Please note that eligible activities and costs outlined in this RFP are based on current CDBG federal regulations and may be subject to change.*

### **I. Education**

Education component will provide academic support to individuals in school or those that did not finish high school and desire to improve their literacy, leadership development, or get their GED and/or basic job training or skill set improvement. Proposals must be focused on the three major content areas below:

- A. Literacy: Classroom-based academics, including reading and math
- B. Enrichment/Readiness: Math and Science
- C. Job Training: Basic skill set improvement, technical assistance, job placement

## **II. Seniors**

Seniors component includes activities targeted for the well-being of senior citizens for transportation and health services. Services in this category should be focused on transportation for senior medical appointments and related activities, along with other community-based group programs that provide health services to older adults with Alzheimer disease and other cognitive disorders, break to people taking care of their elderly loved ones in the form of adult day care services, etc.

- Transportation: To medical appointments
- Health Services: Dental appointments, drug prescriptions etc.
- Senior Health & Wellness

## **III. Health**

Health component is specifically designed for the provision of other health services, which does not include transportation or medical appointments. Basic health services may include, but are not limited to:

- Nutritious lunch and snacks
- Socialization and recreation, community outings, personal grooming, and hygiene
- Therapeutic activities, health monitoring, medication administration, family counseling services, prescription medication for individuals or insurance to pay retail, and prescription mail orders.

## **IV. Public Safety**

Public Safety component includes neighborhood or community-based activities focused on safe keeping of citizens. Program services may include, but are not limited to:

- Domestic and gun violence prevention
- Crime reduction and supportive counseling and referrals
- Community/Neighborhood-Based patrols/watch and code enforcement, etc.
- Representation/Human Trafficking services
- Grief support to individuals and families

## **V. Recreation (Youth)**

Recreation component will be focused on youth programs. Eligible service activities may include, but are not limited to:

- Arts, crafts, music, theater
- Youth sports and activities

## **INELIGIBLE COSTS FOR ALL CDBG COMPONENTS §570.207**

- Pre-contract costs
- Back taxes, proposal costs, debts, late charges, penalties
- Excessive travel expenses
- Improperly procured purchases
- Undocumented mileage charges
- Gifts and Donations
- Staff recruitment
- Facilities/equipment depreciation
- Costs associated with the organization rather than the specific program
- Any costs associated with advertisements, pamphlets, surveys, etc.
- Staff training, entertainment, conferences or retreats, travel
- Public relations, advertising or fundraising
- Payments for bad debts/late fees
- Indirect organizational costs, if an Indirect Cost Plan has not been accepted by the City prior to execution of the contract.
- Rental assistance in any unit in which the sub-recipient or subsidiary has one percent or more ownership interest in the property
- Undocumented expenses
- Lobbying at partisan political activities
- Suing the government
- Promotion or advertisement without City's consent
- Alcoholic beverage or illegal drugs, food not related to program activities
- Insurance Deductibles
- Publication not related to contract work
- Personal credit card or personal checking account charges

Sub-recipients will be monitored to assure that reimbursed CDBG expenses are in compliance with program guidelines, to assess whether the program/activities have achieved its objectives, and determine whether the program has maximized impacts and outcomes in the community and to the people being served.

### **Additional Applicant Requirements:**

All agencies applying for the above funding priorities will be required to actively use an acceptable and accountable financial management system that minimizes any opportunity for fraud, waste, or mismanagement. The program tracking and reporting system must be approved by the City before the applicant contracts with the City of Detroit. Additionally, the applicant must comply with additional requirements under the City's Sub-recipient contract agreements.

*\*For special population cases, the use of a comparable HUD approved tracking system will be encouraged; however, agencies must secure the approval of the use of such system from the City of Detroit prior to implementation.*

**\*\*Sub-recipients must also comply with all other federal requirements outlined in 24 CFR Part §570 of the CDBG regulations.**

## PROPOSAL SELECTION & EVALUATION CRITERIA

Proposals submitted by the deadline, **Friday, October 1, 2021, by 4:00 p.m.**, and meeting the minimum threshold requirements will be reviewed and ranked by a proposal review panel. All applications will go through a selection and ranking process. Proposals will be selected and funded based on the applicant's ability to demonstrate their capacity to implement a successful program/activity, the City's priorities, project ranking, and available funding. Successful applicants are more likely to receive a favorable score on the application if they demonstrate:

- ✓ Strong capacity to implement programs and have a proven track record of program success
- ✓ Program design that capitalizes on successful implementation and program strength
- ✓ The program does not have high administrative cost
- ✓ Applicant has partnerships with the community in which they are working
- ✓ The organization has the capacity to comply with the program rules and guidelines
- ✓ A clearly defined Scope of Work and staff roles (Program goals are realistic and achievable)
- ✓ The Scope of Work and budget align
- ✓ Clearly defined success and performance standards/metrics/outputs and outcomes
- ✓ Program maximizes positive impacts in the community it serves and continues to expand and grow over time
- ✓ The program addresses defined community needs
- ✓ The program is either a new program or is expanding its services – there is a quantifiable increase in the service than was delivered in the 12 months prior
- ✓ Clearly defined financial sustainability plan
- ✓ There is a clear Return on Investment (ROI) and organization is leveraging resources to help sustain, enhance, and maximize the program
- ✓ Responds to all the questions
- ✓ Meets all the Threshold Requirements

Selected proposals must meet **all** of the CDBG basic eligibility requirements to be considered for funding. **Proposals that do not meet the eligibility requirement will be eliminated from consideration.** Your proposal will only be considered for funding if you meet the Threshold Requirements.

Proposals passing threshold criteria review will be ranked and scored on a 100 point scale, with 0 being the lowest and 100 the highest score. Proposals must score at least 80 points to be recommended for funding. Proposals will be ranked according to score and recommended for funding in rank order. The Assessment Criteria is as follows:

Organizational Information	25 points
Project Description	35 points
Activities, Outputs, Outcomes & Impacts	20 points
Budget	20 points

Current Sub-Recipient proposal review will include a performance assessment by the program manager, which includes timely (30 day) submission of complete monthly payment packets, adherence to contractual agreement, expenditure of grant funds per period of performance, and whether Sub-Recipient has met stated performance metrics. **Point deductions will be made if the Sub-Recipient has not adhered to its contractual obligations.**

**Phase I: Threshold Requirements**

Proposals that do not meet the basic eligibility requirements listed below will be eliminated from consideration and will not move forward to the Phase II review. **At a minimum, all applicant organizations must document the following for threshold eligibility:**

*[√ please check if included in proposal]*

Threshold Criteria	Requisite Documents
1. ____ <b>Meets HUD National Objective.</b> Activities proposed under the project must meet the HUD national objective eligibility requirement of benefiting persons with low/moderate income. The proposed project must be an eligible public service activity under Community Development Block Grant Regulations (24 CFR Part 570).	1. <input type="checkbox"/> Low/Moderate Clientele (LMC) <input type="checkbox"/> Low/Moderate Area (LMA)
2. ____ <b>Group attended the 2022-2023 CDBG/NOF workshop or viewed the workshop online.</b> A leadership Representative (Officer, Board member, Management staff, etc.) from the organization <b>MUST</b> attend the CDBG/NOF workshop or view it online.	2. ____ Attendance self-certification
3. ____ <b>Proposal(s) complete and submitted on correct form by the deadline.</b> Proposal must be received by the date and time required. Proposals must be complete when submitted ( <b>No additional materials or signatures will be accepted after the deadline</b> ).	3. ____ Proposal submitted by the deadline



<p>4. <b>Has at least five (5) member board, which meets at least twice a year.</b> Sponsors must have a functioning multi-member board of at least five (5) members, which meets at least bi-annually and is representative of the community or neighborhood involved. Names and addresses of board members who are residents and who represent other organizations <u>must be listed</u> in the application, including a statement that the majority of the Board of Directors is not family-controlled or related by blood or marriage.</p>	<p>4. ___ Board information completed in proposal</p>
<p>5. <b>Has 501(c) (3) status prior to applying for proposal.</b> The sponsoring organization must provide proof it is a tax-exempt, nonprofit organization, i.e. IRS 501(c) (3) or equivalent tax exempt status, authorized to do business in the State of Michigan.</p>	<p>5. <input type="checkbox"/> IRS Determination letter included <input type="checkbox"/> Nonprofit incorporation papers included</p>
<p>6. <b>Has at least two (2) years of operation and proof of operations.</b> Sponsor organizations have been in operation for at least two (2) years prior to submission of this CDBG/NOF application and provide evidence that it has been operating the proposed public service for at least two years or has the capacity to operate the service. Program outputs and date of incorporation <b>MUST</b> be provided to document program existence. <b>Proof must be dated during the calendar year 2019</b>, showing that the sponsor has operated a program or project must be provided. See proposal attachments for program operation proof.</p>	<p>6. Provide at least one (1) copy of Proof</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual Report of sponsoring organization describing program accomplishments;</li> <li><input type="checkbox"/> Program or project evaluation report or letter from an outside evaluator;</li> <li><input type="checkbox"/> Performance report made to an outside funding source, e.g. Exhibit E of NOF contract with City of Detroit;</li> <li><input type="checkbox"/> Minutes of Board of Directors meeting containing performance status/update of program activity;</li> <li><input type="checkbox"/> Article in newspaper or publication of general circulation describing organizational program or activities</li> </ul>
<p>7. <b>Has no unresolved government audit and monitoring problems (i.e. tax, legal, etc.).</b> Sponsor cannot have unresolved government audit or monitoring problems, such as City of Detroit or HUD monitoring finding or A-133 audit findings. In addition, the sponsor cannot have unresolved federal, state, or City of Detroit tax issues, including past due or unpaid water bills.</p>	<p>7. ___ Unresolved audit findings, federal, state, or City of Detroit tax issues and past due/delinquent Water bills</p>

<p><b>8. ___ Has submitted most recent fiscal year cash flow statement, financial statement and if available, recent audit.</b>  Include all applicable statements, financial reports and financial audit or 990 within the past (2) two years.</p>	<p>8. <input type="checkbox"/> Cash flow statement  <input type="checkbox"/> Financial statements  <input type="checkbox"/> Financial audit  <input type="checkbox"/> IRS form 990</p>
<p><b>9. ___ Has read and signed Certification form.</b>  The original and all copies must be signed by an authorized representative of the sponsoring organization. An authorized signer is an officer of the Board, Executive Director, or other person designated by the Board of Directors to submit the proposal on its behalf.</p>	<p>9. <input type="checkbox"/> Certification form signed</p>
<p><b>10. ___ Submitted current (2021) Non-Profit Corporation Information Update (Michigan Annual Non-Profit Report)</b>  Provide report as an attachment. Updates should have been filed with the State of Michigan on or before October 1, 2021.)</p>	<p>10. <input type="checkbox"/> Michigan Annual Non-Profit Report Attached</p>
<p><b>11. ___ Submitted Articles of Incorporation.</b>  Provide certificate as an attachment.</p>	<p>11. <input type="checkbox"/> Articles of Incorporation attached</p>
<p><b>12. ___ Applicant’s organization has provided proof of operating cash on hand (at least 7 % of the request).</b> To demonstrate cash on hand participant must show the most recent bank statement, letter of credit, or notarized award. Make sure it shows at least seven percent cash on hand.</p>	<p>12. <input type="checkbox"/> Demonstrated cash on hand (i.e. bank statement, letter of credit, notarized award, Etc.)</p>
<p><b>13. ___ Submitted Certificate of Good Standing.</b>  Provide certificate as an attachment</p>	<p>13. <input type="checkbox"/> Certificate of Good Standing attached</p>

**Phase II: The Selection Criteria for 2022-2023 Public Service Activities**

Proposals passing threshold criteria review will be ranked and scored on a 100 point scale, with 0 being the lowest and 100 the highest score. Proposals must score at least 80 points to be recommended for funding. Proposals will be ranked according to score and recommended for funding in rank order.

**For your proposal to be considered, you must: at minimum, meet the following additional Requirements:**

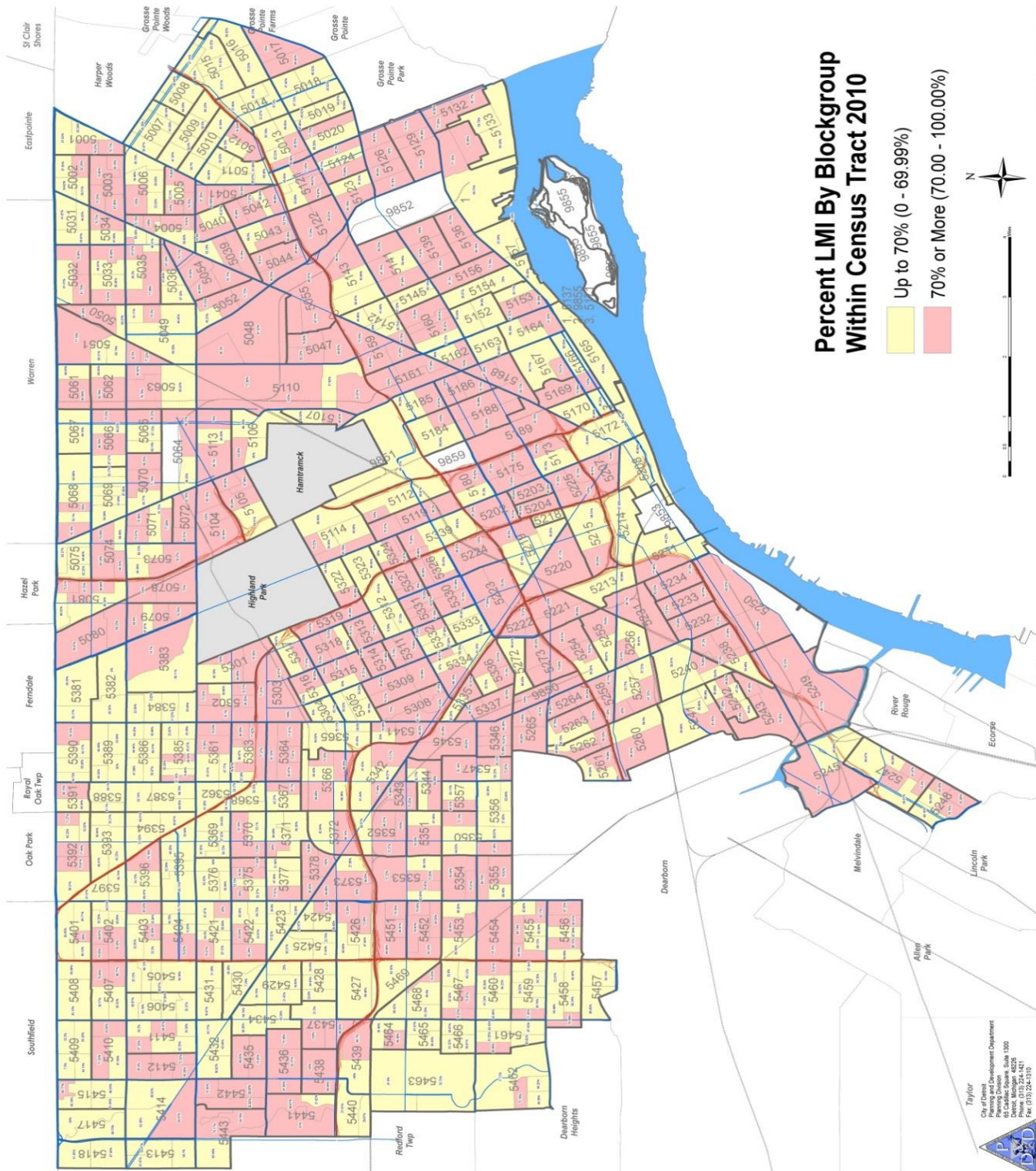
- If a current Sub-Recipient, demonstrate compliance with current contractual obligations.
  - Submitted timely reimbursement packets
  - Successfully administered program according to approved Scope and Budget
  - Achieve performance metrics
  - No contract infractions

**Responses will be evaluated on a 5 point scale where a multiplier will be used (1, 1.5, and 2) to compute the total points for each area:**

- 5** Points: criterion is clearly, directly, and verifiably satisfied
- 4** Points: criterion appears to be satisfied
- 3** Points: criterion appears to be satisfied, but is lacking in clarity or documentation
- 2** Points: criterion is only partially satisfied
- 1** Point: criterion is not satisfied
- 0** Points: question or questions are incorrectly answered or not answered completely

PUBLIC SERVICE CRITERIA	Total points
<i>Organizational Information</i>	<b>25</b>
Relevant experiences and qualifications for the program	<b>10</b>
Strength of board, including community representation	<b>5</b>
Staffing plan and organizational infrastructure	<b>10</b>
<i>Project Description</i>	<b>35</b>

Project clearly outlines a detailed plan for financial sustainability	<b>10</b>
Project addresses a relevant, data-driven need in the city or within a specific district(s) in a new or different way	<b>10</b>
Project description adequately describes proposed activities and quality of project design	<b>10</b>
Demonstrated community support and collaboration; facility appropriate to carry out proposed activity, including proof of site control	<b>5</b>
<i>Activities, Outputs, Outcomes (Short and Long-term) &amp; Impacts</i>	<b>20</b>
Clearly identifies and describes past and proposed outputs	<b>5</b>
Demonstrated successful lasting benefits for program outcome/evaluation	<b>5</b>
Evidence and adequacy of process and tools to measure outcomes	<b>5</b>
Strength of proposed outputs	<b>5</b>
<i>Budget</i>	<b>20</b>
Strength of finances, including adequate cash on hand, minimal amount of unspent CDBG funds, etc.	<b>5</b>
Strength of other funding sources/Leveraged funds	<b>5</b>
Demonstrated acceptable financial management system	<b>5</b>
Budget is accurate, reasonable, necessary, and related to proposed activity	<b>5</b>
<i>Contractual Compliance (Current Sub-recipients only)</i>	<b>-15</b>
Contractual Obligations (Timeliness & adherence to program guidelines)	<b>-10</b>
Program Monitoring	<b>-5</b>



**Percent LMI By Blockgroup  
Within Census Tract 2010**

- Up to 70% (0 - 69.99%)
- 70% or More (70.00 - 100.00%)



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